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ATTACHMENT

Tab A

DOCUMENT DIVISION

Revision of Minicard Code Sheets

The changes in Minicoding which must be made in order to convert the codes for Intellofax fall into the following categories:

1. Area Conversion

The areas themselves are automatically converted, but the area tags require manual conversion in all cases in which the Air Force uses main (2 tag) and related areas (R tag) where Intellofax requires 6 and 7 tags.

2. Deletion of Code Words Not Used by Intellofax

The names of companies and installations, latitude and longitude, must be crossed off the code sheet. Continuations of place names are also removed.

3. Clear Text Not Compatible with Intellofax

Intellofax requires that all clear text abbreviations correspond to those in the ISC Dictionary. Minicode clear text often requires changing in order to assure compatibility.

4. Mixing of Codes and Modifiers Which Would Lead to False Drops in Intellofax

The Minicode system of designating the relationship between codes and modifiers by use of the first digit of the code in the modifier field, e.g., code: 617.460, modifier: M600032, results in false drops in Intellofax unless each separate code and its corresponding modifiers are placed in a separate phrase. This re-phrasing is a tedious processing which often results in complete re-coding of the documents.

5. Mixing of Subject Codes Which Require Different Area Tags in the Same Phrase

This problem is similar to the one outlined in #4, and also requires rephrasing of the codes.

6. Clerical Errors

Clerical errors are corrected when the Minicode sheets are reviewed, however, there are few errors of this type.

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